

Embassy of the United States of America Bamako, Mali Management Notice

MANAGEMENT NO.: S10-38

DATE: May 17, 2010

SUBJECT: ANNOUNCEMENT NUMBER: 10-16

OPEN TO: All Interested Candidates

POSITION: MCC Driver
FSN -04

OPENING DATE: May 17, 2010

CLOSING DATE: May 31, 2010

WORK HOURS: Full-time; 48 hours/week

SALARY: Ordinarily Resident: 2,241,130 CFA per annum
(FSN-04 starting salary before benefits and allowances)

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The Millennium Challenge Corporation (MCC) co-located with USAID and the U.S. Embassy Bamako, is seeking an individual as Driver at their Corporation.

BASIC FUNCTION OF POSITION

The incumbent reports to the MCC Resident Country Director (RCD), and serves in an operations and support capacity to the local MCC Bamako Operations. He is responsible for providing all transportation, on behalf of the Resident Country Director and any VIP visitors, for the Corporation and will take on special duties and assignments at the direction of the Resident Country Director.

A copy of the complete position description listing all duties and responsibilities are available in the Human Resources Office. Contact telephone number 2070-2315.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- Completion of High School education required
- Three to five years of experience as a driver for a senior official of a public or private organization.
- Must have basic knowledge of automotive repair, should be able to perform simple automotive repairs and maintenance such as changing tires, checking tire air pressure, and checking and changing engine oil and oil filters.
- Level III English (Good working knowledge); Level IV French (Fluent) required
- Be aware of basic defensive driving techniques.
- Demonstrate knowledge of all functions and operations related to providing transportation for employees, visitors and customers of an organization.
- Be familiar with local traffic laws, area traffic patterns, and local geography. Ability to operate a motor vehicle as evidenced by possession of a valid driver's license, licensed to operate the type of vehicle MCC owns within city and country of the Embassy's jurisdiction with an excellent driving record, ability to work in a fast-paced, sometimes stressful, environment with tight deadlines and various demands.
- Professional, tactful, diplomatic, discrete and highly efficient.

SELECTION PROCESS

When equally qualified, Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (OF-612); Applicant must specify on the second page of the Employment Forms (OF-612) part 13, their English knowledge level; or a current resume or curriculum vitae that provides the same information as an OF-612; plus
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., copies of essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office - HROBamako@state.gov
Attention: Human Resources Officer
American Embassy, B.P 34, Bamako, Mali.

POINT OF CONTACT

Name: Kaou Komé (X 2512) or Mah Camara (X 2315)
FAX: (223) 2070-2479

DEFINITIONS

1. U.S. Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - U.S. Citizen; and,
 - EFM (see above) at least 18 years old; and,
 - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the U.S. Mission in Bamako, Mali; and either:

- a) Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the U.S. Mission in Bamako, Mali; or
- b) Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the U.S. Mission in Bamako, Mali . An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the Local Compensation Plan (LCP).

5. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFGs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: MARCH 31, 2010

The U.S. Mission in Bamako, Mali, provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted:HRA/MCamara
Clearance:HRMS:KKomé
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